

# F-1 CURRICULAR PRACTICAL TRAINING INSTRUCTIONS and RECOMMENDATION FORM

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## Definition

**CURRICULAR PRACTICAL TRAINING (CPT)** is an opportunity for international students in F-1 status to participate in professional, temporary employment/training such as an internship, co-op program, practicum or similar situation, which is undertaken prior to the completion of studies. ***The training must either be a required part OR an integral part of the established curriculum and the student must receive academic credit.*** As an academic course, the period of training should normally fall within the limits of a given academic term. Employment/training may be either full-time (over 20 hours a week) or part-time (20 hours or less a week). However, if 12 months of full-time CPT is used then no Optional Practical Training (OPT) is permitted at that degree level. Part-time CPT or less than 12 months of full time CPT will not impact the OPT period. Students participating in CPT during a fall or spring semester must be registered as a full-time student. Either failure to enroll in the specific course for which the CPT is approved, or failure to complete the employment/training during the period of authorization will result in a violation of immigration status.

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## Eligibility

Students are eligible for Curricular Practical Training after they have completed two full semesters (fall and spring) in valid F-1 status (including enrolling full-time each semester and possessing a valid I-20). Time spent on an approved full-time study abroad program may be counted toward the two-semester requirement as long as the student has completed one semester in the U.S. before studying abroad.

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## Authorization

CPT is authorized by The Office of Global Education (OGE). Training may not begin until the proper authorization is obtained and must end by the authorized completion date.

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## Forms

The form, *Curricular Practical Training Recommendation Form* is printed on the reverse side of this handout. Please include, if there is, departmental forms as well in this application.

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## How to Apply

1. Complete Section A of the **Curricular Practical Training Recommendation Form**. Have your academic advisor or faculty of record complete Section B.
2. Schedule an appointment with the Director of Global Education (DGE). Take to the appointment your: (1) **completed Curricular Practical Training Recommendation Form**, (2) current **I-20**, and (3) **documentation of your employment/training offer**.
3. During the appointment, the DGE will verify your F-1 status and review the CPT Recommendation Form to confirm that the employment/training meets the curricular requirements. If the DGE approves the CPT, the authorization will be submitted to SEVIS, which will result in the issuance of a new I-20 showing that you are authorized for this employment/training.
4. You will receive an e-mail (usually within 2 working days) informing you that your new I-20 authorizing the CPT is ready for you to pick up in the OGE office. Be sure to sign the new I-20 and let OGE make a photocopy for your student file.
5. Employment/training may begin only after the DISSS has authorized the CPT by endorsing your I-20. **The I-20 is the official document authorizing the Curricular Practical Training employment/training.** You should have this document available to your employer/training site when you begin training.

*Reference: 8 CFR 214.2 (f) (10)(i)*

